PRESBYTERY *of*
SAN FRANCISCO

Position: CRE-CP Program Coordinator Job Description

Purpose: To support the Education Working Group in coordinating the CRE-CP Program:
https://www.presbyteryofsf.org/commissioned-ruling-elders-cre-program/.

CRE-CP Coordinator Specific Job Duties and Expectations
1. Maintain Accounting- Collect, track, and manage income and expenses. Working with the PSF accountant to keep a ledger of overall income and expenses, and submit monthly finance reports to COM.
2. Maintain Databases:
   a. Class participation, assignment completion status, payment completion status, expenses
   b. Detailed student program plan status
   c. Schedule of classes, instructors, and timelines
   d. Commissioning and recommissioning database
3. Recommissioning- Track need, work process, timeline, and status with CREs, supervisors, WG, and COM
4. Grade papers - Read and understand all books, class materials, and assignments; read and comment on all class assignments.
5. Student Mentoring- Assist in developing a personal program plan, navigating the process, coaching them through their concerns and obstacles, negotiating timelines, payments, and papers.
6. Communications- Ongoing communications with students, instructors, churches, and Presbytery.
7. Address the unexpected- working issues; developing processes.

In Coordination with the Education Working Group
8. Interface with the Education Working Group- Prepare updates, issues, and action plans; host meetings. Follow-through on action items
9. Market Program- Produce and send out fliers, invitations, and reminders for the overall program and all classes.
10. Recruit, train, and support a team of volunteers from the Education Working Group and other places to help with the CRE-CP program (including the work outlined below). Collaborating with staff and other volunteers to ensure the CRE-CP works well with the Presbytery-at-large.
11. Secure and work with instructors- Invite instructors to teach; negotiate compensation, dates, classroom needs, and locations; secure pre- and post-class assignments; secure details for fliers.
12. Host classes—Schedule, set up, host, and take down physical locations. Purchase and provide snacks and drinks. Schedule and set up Zoom links, set up and take down apparatus to support Zoom at classes, act as Zoom host, process and post manage all issues during classes.

13. Facilitate examinations- Communicate expectations, assure readiness, set-up examination team, facilitate examination, manage adjustments, complete packets and send with recommendations to COM for approval.

Qualifications & Skill Sets:
- Assistant and Administrative Coordinator experience.
- Demonstrated organizational skills, strong oral and written communication skills, including excellent proofreading skills.
- Attention to detail to produce high-quality work; able to follow projects, ideas, and tasks through to completion.
- Self-aware and self-directed with the ability to manage multiple priorities and projects.
- Engages in with compassion and integrity, with an ability to maintain confidential information.
- Excellent interpersonal, listening, and people skills, discretion, and ability to work graciously and collaboratively with staff, volunteers, ministers, elders, and lay people. A team player.
- Proficient knowledge of needed software programs and web-based applications: ZOOM, MailChimp, Microsoft Office 365 (Outlook, Word, Excel, PowerPoint), Google Suite, Planning Center, and familiarity with database programs. Experience with WordPress, Adobe, Microsoft Publisher is helpful. Willing and able to apply advanced features in software and applications, and learn new programs and applications as needed.
- Desire to support the Presbytery and support the PSF mission and objectives.
- Multi-language speaking skills are a plus: Spanish, Korean, Mandarin and/or Cantonese.

Start Date: January 1, 2025
Weekly hours: up to 5-10 hours per week as needed (part-time, non-exempt position). This position may be done in-office or may be done remotely with check-ins on the same day as staff meetings.
- The CRE-CP Program Coordinator may also fill the role of Teacher Assistant for up to 12 hours per class at $25 per hour, including moderating the class and reading and commenting on all pre- and post-class assignments.

Rate of Pay: $25.00 or more per hour and paid sick leave as required by law.

Thank you for your interest in the position.
Please send a cover letter, resume, and three references to openings@sfpby.org.